

LATTC On-Line

LATTC On-Line Program

Guide for Online Students

Spring 2007

Los Angeles Trade Technical College

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Important Dates for Spring 2007

Feb. 1 and 7 – Orientations LRC 107; 6 pm for ETUDES and 7 pm for Moodle
Feb. 3 and 10 - Orientations LRC 107; 10 am for ETUDES and 11:30 am for Moodle
Feb. 5 – Classes Begin
Feb 16-19 – President’s Holiday – campus closed
Feb. 20 – Last day to add classes, except for short term classes not already started.
Feb. 24 – Special Drop-In for online students experiencing difficulties – J 207
March 4 - Last day to drop without a notation on transcript
March 30 – Cesar Chavez Holiday – college closed
April 2-8 – Spring Recess – campus closed
May 4 – Last day to drop a class and receive a W.
May 28 – Memorial Day – college closed
June 4 – Spring Classes end

Special Orientation dates for specific classes:

- Math 105 - attend one of the following: Feb 5 or 7 - 3:30 pm in LRC 004 (basement computer lab)
- Math 112 - attend one: Feb. 6 or 8 - 3:30 in LRC 004 (basement computer lab)
- Math 115 - attend one: Feb 6 or 8 - 3:30 in LRC 004 (basement computer lab)
- Math 125 - attend one: Feb 5 or 7 - 3:30 in LRC 004 (basement computer lab)
- Optional date for Math 105, 112, 115, and 125: Sat., Feb 10 at 10 am in LRC 004
- CAOT 82 – attend one: Feb. 3 or 10 – 11:30 am in K-208
- CAOT 84 – attend one: Feb. 3 or 10 – 12:30 am in K-208
- CAOT 85 – attend one: Feb. 3 or 10 – 1:30 pm in K-208
- Math 227 – attend one: Feb 5 or 7 - 3:30, or Feb 10, at 10:00am in LRC 004 (basement computer lab)
- Math 245 - attend one: Feb 5 or 7 - 3:30, or Feb 10, at 10:00am in LRC 004 (basement computer lab)

Spring 2007 Online Course Schedule

Class and Home Page Address	Section #	CMS
Accounting 1 – Introduction to Accounting I http://wellness.lattc.edu/cmontour/acctg1.htm	7961	E
Administration of Justice 14 – Report Writing for Peace Officers http://wellness.lattc.edu/elarton/AJ14.html	7878	M
Anthropology 101 – Human Biological Evolution (Physical Anthropology) http://wellness.lattc.edu/phuld/anthro101.html	7971	E
Art 101 – Survey of Art History I http://wellness.lattc.edu/online/art101.html	7940	M
Astronomy 1 – Elementary Astronomy http://wellness.lattc.edu/mmoreno/astronomy1.html This class will have 2-3 required meetings on campus.	7925	O
CAOT 82 - Microcomputer Software Survey in the Office http://wellness.lattc.edu/sbaklayan/caot82.html	7959	E
CAOT 84 - Microcomputer Office Applications: Word Processing http://wellness.lattc.edu/sbaklayan/caot84.html	7962	E
CAOT 85 - Microcomputer Office Applications: Spreadsheet http://wellness.lattc.edu/sbaklayan/caot85.html	7863	E
Child Development 1 – Child Growth & Development http://wellness.lattc.edu/babb/CD.html	7931	M
Child Development 2 – Early Childhood: Principles & Practices http://wellness.lattc.edu/maina/CD2.html	7935	E
Child Development 11 – Home School & Community Relations http://wellness.lattc.edu/babb/CD11.html	7932	M
Child Development 31 – Infant/Toddler Studies II http://wellness.lattc.edu/online/CD31.html	7933	M
CO INFO 35 – Multimedia Presentations on the Internet http://wellness.lattc.edu/silvera/coinfo35.html	7967	E
CO INFO 35A – Multimedia Presentations on the Internet- Introduction http://wellness.lattc.edu/silvera/coinfo35.html (5 Week Class - Starts 2/5/2007, Ends 3/12/2007)	7968	E
CO INFO 35B – Multimedia Presentations on the Internet – FrontPage http://wellness.lattc.edu/silvera/coinfo35.html (5 Week Class - Starts 3/12/2007, Ends 4/23/2007)	7969	E
CO INFO 35C – Multimedia Presentations on the Internet – PowerPoint & Producer http://wellness.lattc.edu/silvera/coinfo35.html (5 Week Class - Starts 4/23/2007, Ends 6/4/2007)	7970	E
CO INFO 700 – Computer Programming Concepts http://wellness.lattc.edu/silvera/cis700.html	7964	E
CO INFO 701 – Introduction to Computers and Their Uses http://wellness.lattc.edu/silvera/cis701.html	7965	E
Community Planning/Economic Development 30 – Market Research Tools for the Economic Professional http://wellness.lattc.edu/communityplanning/complan30.html	4955	M
Electronics Technology 254 – Computer Applications for Electronics Technology http://wellness.lattc.edu/chavez/electech254.html	7828	M
ENGLISH 28 – Intermediate Reading and Composition http://wellness.lattc.edu/gangelvasquez/english28.html	7946	M

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English 94 – Intensive Grammar Review http://wellness.lattc.edu/gangelvasquez/english94.html	7949	M
ENGLISH 101 – College Reading and Composition I http://wellness.lattc.edu/lmoreno/english101.html	7947	M
ENGLISH 103 – Composition and Critical Thinking http://wellness.lattc.edu/lmoreno/english103.html	7943	M
Health 8 – Women’s Personal Health http://wellness.lattc.edu/online/health8.html	7900	E
Health 11 – Principles of Healthful Living http://wellness.lattc.edu/online/health11.html	7901	M
Health 11 – Principles of Healthful Living http://wellness.lattc.edu/online/health11.html Late Start Class – begins 3/12/07, ends 6/4/07	7895	M
Health 31 – Focus on Health: Diabetes http://wellness.lattc.edu/online/health31.html Short Term Class – Begins 4/9/07, Ends 5/25/07	7903	E
Health 41 – Stress Management http://wellness.lattc.edu/online/health41.html Short Term Class – Begins 2/5/07, Ends 3/16/07	7904	E
Health 43 – Men’s Health http://wellness.lattc.edu/online/health43.html Short Term Class – Begins 4/9/07, Ends 5/25/07	7906	E
Health 44 – Sports Nutrition and Ergogenic Aids http://wellness.lattc.edu/online/health44.html	7908	E
Health 45 – Anger Management http://wellness.lattc.edu/online/health45.html Short Term Class – Begins 2/5/07, Ends 3/16/07	7909	E
Health 50 – School Emergency Response http://wellness.lattc.edu/online/health50.html	7902	E
History 11 – Political and Social History of the U. S. I http://wellness.lattc.edu/restrada/history11.html	7978 7987	E
History 12 – Political and Social History of the U. S. II http://wellness.lattc.edu/restrada/history12.html	7980	E
History 44 – Mexican American History II http://wellness.lattc.edu/restrada/history44.html	7974	E
Humanities 1 – Cultural Patterns of Western Civilization http://wellness.lattc.edu/gonzalez/humanities1.html	7941	O
Marketing 11 – Fundamentals of Advertising http://wellness.lattc.edu/bessler/market11.html	7958	E
Math 105 – Arithmetic for College Students http://wellness.lattc.edu/tmeftagh/math105.html	7916	O
Math 112 – Pre-Algebra http://wellness.lattc.edu/tmeftagh/math112.html	7917	O
Math 115 - Elementary Algebra http://wellness.lattc.edu/tmeftagh/math115.html	7920	O
Math 125 - Intermediate Algebra http://wellness.lattc.edu/tmeftagh/math125.html	7921	O
Math 227 – Statistics http://wellness.lattc.edu/bakman/math227.html This class requires two meetings on campus.	7922	O
Math 245 – College Algebra http://wellness.lattc.edu/bakman/math245.html This class requires two meetings on campus.	7923	O

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Multimedia 101 – Multimedia Presentations and Internet Basics http://wellness.lattc.edu/btapia/multimedia101.html (5 Week Class - Starts 4/16/07, Ends 5/18/07)	7840	M
Personal Development 22 – The Transfer Process http://wellness.lattc.edu/esparza/persdev22.html	7825	E
PhysEd 628 – Swimming / Running http://wellness.lattc.edu/mwagenbach/pe628.html	7912	O
PhysEd 666 – Body Conditioning http://wellness.lattc.edu/online/pe666.html	7913	E
P.E. 750 – Sport Ethics http://wellness.lattc.edu/online/pe750.html	7915	E
P.E. 762 - Ancient Olympic Games http://wellness.lattc.edu/online/pe762.html	7907	E
Political Science 1- The Government of the United States http://wellness.lattc.edu/vaden/	7972 7985	M
Political Science 2- Modern World Governments http://wellness.lattc.edu/vaden/	7986	M
Psychology 1- General Psychology http://wellness.lattc.edu/koritzke/psych1.html	7975 7979	E
Psychology 32- Psychology of Women http://wellness.lattc.edu/koritzke/psych32.html	7976	E
Psychology 41- Life-Span Psychology: Infancy to Old Age http://wellness.lattc.edu/koritzke/psych41.html	7981 7982	E
Public Relations 1 – Principles of Public Relations http://wellness.lattc.edu/bessler/publicrelations1.html	7956	E
Refrigeration / Air Conditioning 202- Refrigeration Fundamentals http://wellness.lattc.edu/construction/refac202.html	7864	E
Refrigeration / Air Conditioning 203- Compression Systems of Refrigeration http://wellness.lattc.edu/construction/refac203.html	7865	E
Refrigeration / Air Conditioning 208- Refrigerant Management – EPA 608 Certification http://wellness.lattc.edu/construction/refac208.html	7866	E
Sociology 1 – Introduction to Sociology http://wellness.lattc.edu/jgarcia/sociology1.html	7983	E
Sociology 2 – American Social Problems http://wellness.lattc.edu/jgarcia/sociology2.html	7984	E
Supervision 1 – Elements of Supervision http://wellness.lattc.edu/bessler/sup1.html	7831	E
Supervision 11 – Oral Communications http://wellness.lattc.edu/bessler/sup11.html	7845	M

CMS Codes: E = Etudes (Classic); M = Moodle; O= Other web-based software

Hybrid Classes

These classes meet at regular weekly intervals on campus and have an online component as well. You will be required to participate in BOTH on campus events and online activities.

Class with Web Address	Section #	CMS
Community Planning/Economic Development 5 – Sector Development and Employment Strategies http://wellness.lattc.edu/communityplanning/complan5.html (Class meets 4 Saturdays from 9 am – 4 pm in room L004 Meeting Dates: 2/24, 3/24, 4/21 & 5/19)	4955	M
ENGLISH 28 – Intermediate Reading and Composition Meets W 11:45-1:45 in F 209 http://lasc.sharepointteamservices.com/gangel-vasquez/	1171	M
ENGLISH 101 – College Reading and Composition I Meets: Tuesdays 11:45 – 1:45 in F 209 http://lisamoreno.net	1551	M

CMS Codes: E = Etudes (Classic); M = Moodle; O= Other web-based software

Course Management Software Information

ETUDES (Easy To Use Distance Education Software)

Portal: <http://lattc.etudes.fhda.edu>

Select the correct term

Select the class in which you are enrolled

Unless otherwise indicated on class home page login directions are:

<p>Your Username:</p> <p>the first 2 letters of the first name + the first 2 letters of the last name + the last 5 digits of the New Student ID number Please be sure to use lower case.</p> <p>Example: Jose A. Garcia with SSN # 111-22-3333 and Student ID#: 88 43 9076</p> <p>His username is now: joga39076</p>	<p>Your Password:</p> <p>MonthDay of birth in school records.</p> <p>Example:</p> <p>Jose A. Garcia was born on January 11</p> <p>His password is: 0111</p>
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Moodle (Modular Object-Oriented Dynamic Learning Environment)

Portal: <http://moodle.lattc.edu>

Follow the directions in READ ME FIRST located top left hand of screen

Create your account

If possible, log into your class. If you need an enrollment key but don't have one, email your instructor and request it.

Your instructor might set the class so you can get into the first week without an enrollment key. This will end at the completion of the first week, so make an attempt to get into your Moodle classes as quickly as you can. Once the class is no longer open and enrollment key goes into effect, you will need to contact your instructor.

You must enable cookies and pop-ups when using these course management systems. If you do not know how to do either of these skills, refer to the Technical Help web page at:

http://www.lattc.edu/lattc/on_line/techhelp.htm

When using Moodle, you can edit each forum to not receive via email every message that is posted. You can also edit your general profile to not receive any emails from Moodle. You might want to ONLY limit the class discussion forums but allow for your teacher's news forum postings and his/her assignment feedback messages to reach you. Do NOT complain to your ISP if you are getting the class postings and do not want them. Contact your instructor if you don't know how to stop the postings. The email messages are NOT spam. They are the result of being in the online class. You can control how many you get, but do not report them as spam to your service provider.

Getting Into Online Classes

Information and links are available online at http://www.lattc.edu/lattc/on_line/start.htm

Step 1: Be sure you are a currently enrolled student at LATTC. If not, submit an online application. If you are a new student to the district who has applied using CCC Apply, one application should serve the purpose of getting into any of the colleges in the district. However, if you have not enrolled through CCC Apply, complete the online application. If you were a student at LATTC who has not completed a course within the past two semesters, you might need to submit a new application.

Step 2: Register for the class you want to take. Returning students can do this through the Student Information System (SIS) online, through the STEP (telephone registration system) or in person. New students will need to secure a registration appointment. Once you have enrolled through CCC Apply, you should receive via email information on your registration appointment. The email will be sent to the email address you use for CCC Apply. If you do not receive that email, log into the Student Information System to get it. You can register for classes on or after that registration date.

Special conditions for K-12 Students. Follow the directions on the web site for students who have are currently enrolled in grades K-12. <http://www.lattc.edu/lattc/k-12/index.htm>

Step 3: Verify your current email id on the [Student Information System \(SIS\)](#) (<http://www.laccd.edu>) is correct. Log into the SIS using your campus registration number (starts with 88) or your social security number. Your PIN is your month and day of birth (MMDD). For example, if you were born on January 7th, your PIN is: 0107. Once logged into your account, edit your email ID if it is not the one you are currently using. If you do not have an email ID listed, put one in there. If you don't have one, get one and put it in. Then check your email account during the week prior to your online class starting.

Step 4: [College Placement Process](#): (http://www.lattc.edu/lattc/on_line/placement.htm) Follow the instructions on the Placement page to determine in which of certain classes you should enroll. This step is necessary for all Math, English, and classes with a Math or English pre-requisite.

Step 5: Go to the class homepage (listed in the Winter schedule on page 3) and read all directions provided. Follow all of the links. Note the course management system you will be using. Become familiar with it ahead of time. Note the dates for the orientation for your class(es) and make plans to attend. Most classes require you to complete the Welcome Form and/or email your instructor.

Step 6: Get your textbook and other materials listed in your course syllabus. You can call the college bookstore and request your textbook be shipped to you for a \$5.00 shipping fee after you pay for it with a credit card. Bookstore will require you to know which textbook you need. They will not look it up for you.

Technical Skills and Knowledge

(Help with these skills at: http://www.lattc.edu/lattc/on_line/techhelp.htm)

1. **Email and related skills:** You need to know how to use a personal computer to send, receive, and reply to email. You need to have your own personal email account. You cannot use the account belonging to another person. Your school name needs to be on your email account. It should not have a fictitious name on the account. Faculty are only allowed to discuss the work of a student with that student. When email is used to exchange information, it needs to have the student name on the account. You will also be expected to know how to send file attachments with an email message.
2. **Internet access and skill:** Online students need to have access to the Internet and they need to know how to use a web browser to navigate the World Wide Web. You can use a web browser of your choice but the most common ones are Internet Explorer, Firefox, and Netscape. You will be expected to know how to upload a file to the course management software. Be sure you do not have a space in the filename when you attempt to upload it.
3. **Word Processing skills:** You will be expected to type some of your papers using a word processing program such as Microsoft Word or Word Perfect or Claris Works or Open Office. You should be able to save these files in a common .doc or .rtf format. If you do not have Microsoft Word, then you can download a free Word Reader.
4. **Cookies:** You need to know how to set your cookies on the computer you use. Cookies are important so the course management software can keep track of where you have been in the system and what work belongs to you.
5. **Javascript:** Some course management software used in this program requires you to have Javascript installed and enabled. Most computers have this working without the user even knowing it. This is true for the new computers but people with older computers can install it.
6. **Pop-ups and Pop-up Blockers:** You need to allow Pop-ups when working with the course management software. If you have turned ON your pop-up blocker software, you need to know how to turn it off when working on the class.
7. **Do not block messages:** If you are a student in a Moodle class, do not set your profile to block messages. This prevents the instructor from contacting you.

Reasonable Expectations for Online Classes

1. The virtual classroom will open on the day the class begins and close on the last day of the term. You will be able to log into your classroom the first week of the semester. You should not expect to log in the day you register for a class.
2. You are expected to read everything on the class home page and follow the links and directions on it.
3. You are expected to drop any online class you do not want to complete. Do not rely upon the instructor dropping you for lack of participation or attendance.
4. Each unit of lecture is equal to 18 hours of “seat time” in a normal classroom. Each unit of lecture should be accompanied by an additional 2 hours of study time. If a 3 unit lecture class is taught in 18 weeks, it would require 3 hours per week of “seat time.” If that same class were taken during a 5-week summer or winter term, it would require 10.4 hours per week plus the additional 21 hours of study time. These are good rules for scheduling yourself to work on classes you take online.
5. You are expected to log into the virtual classroom each week as needed to read new announcements from the instructor, read assignments, and submit work on time. In classes that are short-term, you should log in daily. In the event you have technical problems, you are expected to locate another computer to continue logging into the virtual classroom. If work is lost on a home computer, you need to contact the instructor to discuss the issue. Thus, a printed copy of the course syllabus and other pertinent information should be kept for emergency situations when technical difficulties develop.
6. If you are taking a class that uses Moodle, you should create your account and log into your class(es) during the first week. In most instances, the class will not require an enrollment key during the first week. After that you will need to contact your instructor and request the enrollment key if it is not indicated on the instructor web site or the class home page.

Tips to Be a Successful Online Student

1. Read all of the information on the class home page, the online program home page, and the instructor's home page to find answers before contacting the instructor to ask questions that are already answered on those pages.
2. Attend the orientations to the course management software and your specific class if there is one.
3. Keep your email id listed in the Student Information System current. That is one way your instructor has to contact you.
4. Check your junk email folder a few days prior to the start of a new class and for at least one week thereafter. The email sent by your instructor might go into your junk mail folder and you would believe the instructor never tried to reach you.
5. Take responsibility for contacting your instructor when you don't understand what is required of you.
6. Don't assume your first email or phone call reached your instructor and was read by him or her. If you don't get a response, contact your instructor again and politely ask for assistance. Give at least 24-48 hours for your instructor to respond. He/she will probably be receiving hundreds of emails and calls each week. He/she is trying to help everyone, but sometimes that task is impossible. Therefore, be understanding and continue to try to reach him/her in multiple ways to get the help you need. You might not get a response to a Welcome Form. The instructor might just take that information and store it for later contact when needed.

Frequently Asked Questions

How do I enroll in online classes: You enroll in online classes the same way you enroll in on-campus classes. Use the STEP (telephone system), or the online student information system through the web, or register in person.

What do I do after enrolling in an online class? Go to the class home page and read all information on it. Follow the links, complete the forms and send email to your instructor. If the syllabus or web page lists the textbook, make arrangements to purchase it. Review the tutorials for your course management system and plan to attend any orientations for your class.

How do I contact my instructor if I need help? First way to contact an online instructor is through the course management system message center. Second way is via email. Third is via phone. After that you can send mail through US postal service, go to campus or even meet them before or after they teach a class on campus. If all of those methods fail, contact the department chair and request the instructor's assistance.

How do I know what textbooks to buy and how do I buy them? You should check your class home page for textbook information. Check the course syllabus available from your instructor, which might be posted to their personal web page sites. You can get your textbooks by going to the campus bookstore or by calling the campus bookstore. In the future we will have a form you can print and fax to campus to have the bookstore ship your textbooks directly to you. This should be available before the spring semester begins.

Are there online meetings or specific meetings on campus for my class? Check the Orientations page at: http://www.lattc.edu/lattc/on_line/orientations.htm for a list of the general course management system orientations and specific class orientations that are posted. Also check the class home page and the instructor web site in the event more current information was posted there.

How do I log into my virtual classroom? Check the information on your class home page to see if login directions are posted there. This is normally true for the ETUDES classes. If you are using Moodle, you create your own login id/password following the directions in the READ ME FIRST file. Go to <http://moodle.lattc.edu> and find that file linked in top left hand corner. If your class uses anything other than ETUDES or Moodle, your instructor should provide you with directions via the class home page, his/her web site, or via email. Be careful that some of the textbooks have login directions and those must be purchased at the LATTTC bookstore.

How do I submit my assignments and take my tests? In classes that are taught entirely online, assignments are submitted through the course management software. You should get special permission from your instructor if you need to make assignment submissions in any other way. Most tests are also done via the course management software but the instructor might require you to take a midterm and/or final exam on campus.

What should I do if my computer breaks down? The student is expected to locate another computer to continue logging into the virtual classroom. If work is lost on a home computer, the

student needs to contact the instructor to discuss the issue. This probably means the student will need a printed copy of the course syllabus and other pertinent information to be prepared for emergency situations when technical difficulties develop. You should consider keeping back up of all of your work on a thumb drive or email it to yourself where it stays in “cyberspace” until the end of the term.

Where can I access the online class from on campus? The availability of computers on campus is not constant from one semester to the next. The hours of at least one computer lab you can use are posted in another location of this guide. Additionally, there are computers available in the library for general use by students. You can also try to locate cyber cafes near where you live or work.

How do I enroll in Math and English classes? Math and English classes usually have a pre-requisite which can be met by taking the college placement test in the basement of the K-building Monday through Wednesday between 9 and 5 or Fridays from 9-11 am. Call 213-763-5339 to make an appointment or get additional information on the assessment test. If you have taken the pre-requisite at a college within the district, you have met the pre-requisite. If you have taken the pre-requisite class at another college, you will need to bring official transcripts plus a description of the class from the college catalog to matriculation office. You can also file the Prerequisite/Co-requisite Challenge Form. This form is available in the Matriculation Office.

What are tuition fees and is financial help available? Beginning Winter 2007, community college tuition fees in California are \$20 per unit for residents. Non-residents tuition is \$159 per unit plus the \$20 per unit. The best method to start getting financial aid is to begin at <http://www.fafsa.us/index.htm> and complete a form. That form will automatically enroll you in both federal aid and the Board of Governor’s Fee Waiver (BOG) for California community college tuition. College financial aid office is located in A-130.

Research Online Using LATTC Databases

Databases include the following:

- **Access Science** – Database Search on Science and Technology
- **Biography Resource Center** – biographies
- **Country Watch**
- **EBSCOhost** – Periodical Articles
- **Electronic Books** – Electronic Books
- **Gale Virtual Reference Library**
- **Grolier Online** – Encyclopedia Articles
- **Handbook of Chemistry and Physics**
- **Opposing Viewpoints** – Social Issues – Viewpoint Articles, Topic Overview – Statistics, Primary Documents
- **Literature Resource Center** – Author biographies, criticism and analysis of author's works.
- **Matter of Fact** – Facts, statistics, surveys, polls, comparisons, etc.
- **NewsBank** – Newspaper articles, New York Times, New York Times Book Review, New York Times Magazine
- **Oxford English Dictionary**
- **ProQuest**(Ethnic Newswatch/Los Angeles Times) – Database Search

To access the databases, go to <http://lrc.lattc.edu>

Login id: lattclib

Password: fall2006 (might change to future semester and year)

Other LATTC Library resources can be found at their web site:

<http://library.lattc.edu/onlinerefsrc.html>

LATTC Academic Honesty and Standards of Student Conduct

LATTC Standards of Student Conduct: A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment and to engage in the sustained and independent search for truth.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All visitors making use of the facilities or grounds of any college of the District will be asked to sign a statement that they have received the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. Signature will not be a prerequisite to activities on campus. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include but are not limited to the following:

Board Rule 9803.12 ***Dishonesty***. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

Disciplinary action may be taken upon a student who violates Board Rule 9803.12

(Refer to http://www.lattc.edu/lattc/catalog/catalog_general_information.htm#ssc for additional information on Student Conduct at LATTC.)

In order to assist all students in their quest to **avoid plagiarism and cheating**, the following references are being given. These include facts on plagiarism, note taking, proper references and permissions to use published material. If you have any questions, you can ask the librarian or your instructor to assist you.

Plagiarism Links:

- Northwestern University Academic Integrity:
<http://www.northwestern.edu/uacc/plagiar.html>
- Fairfield University Library – Links on Plagiarism and Copyrights:
<http://www.fairfield.edu/x7990.xml>
- Fairfield University Library
 - Note taking Tips: <http://www.fairfield.edu/x14506.xml>
 - Quotation Tips: <http://www.fairfield.edu/x14507.xml>
 - Paraphrasing Tips: <http://www.fairfield.edu/x14508.xml>
 - Citation Styles: <http://www.fairfield.edu/x14509.xml>
 - Works Cited Tips: <http://www.fairfield.edu/x14511.xml>
- DePauw University - Avoiding Plagiarism:
http://www.depauw.edu/admin/arc/writing_center/plag.asp
- University of Southern Wales: Avoiding Plagiarism:
<http://www.lc.unsw.edu.au/onlib/plag.html>

General Reference Links to assist students with research:

- Long Island University's list of extensive references links:
<http://www.liu.edu/CWIS/CWP/library/ref/virtual1.htm#Art>
- LATTC Library Links and Online Resources:
<http://www.lattc.edu/dept/TLIB/Reference%20Resources.htm>
- Marin College Professor Links to Research & Tutorials:
<http://www.marin.cc.ca.us/~adair/workshop.html>
- Marin College Professor –Essay Writing Tips:
<http://www.marin.cc.ca.us/~adair/tips.html>
- Purdue University Library Quick Reference Links:
<http://www.lib.purdue.edu/eresources/readyref/>
- Google Search Engine Tutorial: <http://www.googleguide.com/>
- Web Search Strategies: <http://www.learnwebskills.com/search/main.html>
- Oxford Reference Online:
<http://www.oxfordreference.com/views/GLOBAL.html?authstatuscode=200>

Note: Copying large sections of an online document and placing it into your paper is not acceptable. You will be expected to write your assignments in your own words. Assignments which are plagiarized can result in a failing grade on that assignment. Repeatedly plagiarizing assignments will result in multiple failed assignments which will impact the semester grade.

Hours For Computers and Other Services - Spring 2007

The Learning Skills Center web site has promised to keep a schedule of available computer lab times and locations for use by the LATTC Online students. The normal Learning Skills Computer Lab hours are posted at: <http://www.lattc.edu/dept/tlsc/cl.html> and you can use the first two rows in that lab when nothing else is available. Check their web site for updates. (<http://www.lattc.edu/dept/tlsc/main.html>)

Other Student Services:

In order to accommodate students during the first week of the Spring 2007 semester, the Admissions, Counseling, Financial Aid and the Business Office will extend their hours as follows:

- February 5-8, Monday through Thursday, 7:30 am to 9:00 pm. Normal hours are 8:30 am to 7:00 pm
- February 9, Friday, from 8:30 am to 3:00 pm. The normal hours are 8:30 am to 1:00 pm.
- February 10 and 24, Saturday, 9:00 am to 1:00 pm. These offices are normally closed on Saturdays and Feb. 17 is a holiday with the entire campus closed.

Los Angeles Trade Technical College Computer Lab Policy:

1. All students using computing facilities are expected to operate within the bounds of federal and state law and District policies and standards.
2. One and only one user will be assigned to a computer.
3. Children are not allowed in the Computer Lab unless they are enrolled in a class.
4. Use the computer lab solely to support the instructional process.
5. Maintain a professional and personal courteous environment and attitude.
6. Food and drinks are not allowed in the lab.
7. Phones and pagers must be either off or on vibrate in the labs.
8. Every student using the Computer Lab **MUST** have a current LATTC student ID card. **Student ID cards** available Tuesdays & Wednesdays 9 am -6:30 pm in R-100. Current fee receipt and valid photo ID required.

Los Angeles Community Colleges District Policy:

1. Conduct that is considered to violate District policy with respect to computing facilities includes, but is not limited to, the following:
2. Sending harassing, intimidating and/or threatening messages through electronic mail or other means.
3. Downloading, storing or displaying obscene or pornographic material.
4. Using computing facilities in a manner that violates copyrights, patent protections or license agreements, including using pirated or unlicensed software.
5. Knowingly performing an act, which interferes with the normal operation of computing facilities, causes damage or places excessive load on the system including installing software without authorization.

6. Attempting to circumvent data protection schemes, uncover security loopholes or gain unauthorized access to any information or files.
7. Intentionally entering, recording or causing to be recorded any false, inaccurate or misleading information into the computer systems.
8. Sending mass advertisements or solicitations, or political mass mailings as defined by the Fair Political Practices Commission.
9. Using computing facilities for commercial or personal financial gain.
10. Excessive usage of online “chat lines” and computer games.

Contact Information

LATTC Online Program Director: Linda Delzeit-McIntyre (DelzeiL@lattc.edu) 213-763-3733

Admissions and Records Office – 213-763-5300

Assessment Center – Basement of K building - 213-763-5339

Bookstore – 213-763-7210

College Sheriff – 213-763-3600 (business) and 763-3611 (emergency)

Counseling Center – 213-763-7354

Disabled Student Programs and Services – 213-763-3773

EOPS/CARE – 213-763-7117

ESL Center – 213-763-5337

Evening Office – 213-763-5560

Financial Aid Office – 213-763-7082

Information Center – 213-763-5337

Learning Skills Center – 213-763-3738

Library – 213-763-3950

Matriculation – 213-763-5348

Additional campus phone numbers can be located online as follows:

Faculty and staff: <http://www.lattc.edu/lattc/directory.htm>

Departments: <http://www.lattc.edu/lattc/directorydepts.htm>